

**CHARTER OF THE
UNITED STATES
INTERNATIONAL TELECOMMUNICATION ADVISORY
COMMITTEE**

1. Committee's Official Designation

The official designation shall be the United States International Telecommunication Advisory Committee (hereinafter "ITAC").

2. Authority

The ITAC is established under the general authority of the Secretary of State and the Department of State as set forth in Title 22, sections 2656 and 2707, of the United States Code (U.S.C.), and the Federal Advisory Committee Act ("FACA"), 5 U.S.C. Appendix. The approval of this Charter by the Under Secretary of State for Management under delegated authority constitutes the determination by the Secretary of State that the renewal of the charter is in the public interest and essential to the conduct of the business of the Department of State.

3. Objectives and Scope of Activities

The purpose of ITAC is to advise the Department of State with respect to, and provide strategic planning recommendations on, communication and information policy matters related to the U.S. participation in the work of the International Telecommunication Union (ITU), the Organization of American States Inter-American Telecommunication Commission (CITEL), the Organization for Economic Cooperation and Development (OECD), the Asia Pacific Economic Cooperation Forum Telecommunications and Information Working Group, and other international bodies addressing communication and information policy issues.

The functions of the ITAC and any subcommittees will be solely advisory, and each shall endeavor to reach recommendations on the basis of consensus. Any final decisions based upon the work of the ITAC shall be

made by appropriate officers of the United States Government.

4. Description of Duties

ITAC activities are related to the duties carried out by the Secretary of State arising out of the Constitution, Convention and Administrative Regulations of the International Telecommunication Union (Geneva, 1992), as amended; the Statute of the Inter-American Telecommunication Commission (Managua, 1993); the Convention on the Organization for Economic Cooperation and Development (Paris, 1960); the Asia Pacific Economic Cooperation Telecommunications and Information Working Group; and the foundation documents of other international bodies addressing communications and information policy issues.

The ITAC will provide advice to the Department on communication and information policy matters relevant to U.S. engagement in and proposals to international bodies addressing information and communications matters. The ITAC will provide advice on other related matters, as requested.

5. Agency or Official to Whom the Committee Reports

The ITAC shall report to the United States Coordinator for International Communications and Information Policy ("the Coordinator"). The ITAC will, as appropriate, maintain contacts with other domestic and international bodies having related interests.

6. Support

Support functions for the operation of the ITAC shall be supplied by funds available to the Secretary of State.

7. Estimated Annual Operating Costs and Staff Years

1. All funding necessary for the organization and operation of the ITAC and any subcommittees shall be supplied by the Department of State.
2. Members of the ITAC will serve at the expense of their respective organizations.

3. The estimated annual staff time is 0.5 FTE for the State Department, The estimated operating cost to the Department of the ITAC for its two-year term is \$141,000, including an estimated 2000 staff hours and transportation costs of \$1000.

8. Designated Federal Officer

The Coordinator shall appoint a full-time or permanent part-time federal employee to serve as the Designated Federal Officer (DFO). Alternate DFOs may also be appointed. The DFO or alternate DFO will approve or call all of the committee's meetings and the meeting of any subcommittees; prepare and approve all meeting agendas, attend all committee meetings or any subcommittee meetings, adjourn any meeting when the DFO or alternate DFO determines adjournment to be in the public interest, and chair meetings when directed to do so by the agency head.

9. Estimated Number and Frequency of Meetings

The ITAC will meet at such times and places and by such means as are required to fulfill ITAC objectives. It is anticipated that the ITAC will meet at least three times per year in the Washington, DC, area with provision for remote participation. Any subcommittees will meet as appropriate for their assigned responsibilities.

10. Duration

There is a continuing need for the advice offered by this ITAC. The Department will periodically review this need.

11. Termination

In accordance with the FACA, the ITAC will terminate two years from the date that this Charter is filed unless the Charter is formally renewed in accordance with the applicable regulations.

12. Membership and Designation

A. Officers.

1. The ITAC shall have a Chair and other such positions as the

Coordinator shall determine. Chairs of subcommittees established by the Coordinator shall be appointed by the ITAC Chair.

2. The Chair of the ITAC will be the Director, Office of Multilateral Affairs, International Communications and Information Policy (CIP), Deputate of the Bureau of Economic and Business Affairs.

B. Membership.

1. Members of the ITAC shall be individuals who are U.S. citizens or legal permanent residents of the United States.
2. There shall be no fewer than 30 members appointed to the ITAC by the Coordinator. To ensure diversity in advice, ITAC membership will include not more than one representative from any U.S. organization so long as the threshold of no fewer than 30 members is met.
3. The Coordinator may remove any member for any reason.
4. Membership of the ITAC will include representatives of interested government agencies, who will be *ex officio* members; representatives of U.S. organizations, including associations and scientific or industrial organizations that are engaged in the study of telecommunications or in the design or manufacture of equipment intended for telecommunication services; civil society; academia; and organizations, institutions, or entities with specific interests in communications and information policy matters. Together, the membership will represent a balance of interests and diverse viewpoints and have substantial expertise participating in international organizations addressing communications and information technical and policy issues, participating in U.S. preparatory activities for conferences and meetings of international organizations addressing communications and information technical and policy issues, and serving on U.S. delegations.
5. The membership of subcommittees shall not be limited to a prescribed number, and there may be more than one member from one agency or organization designated for a subcommittee.

13. Subcommittees

The ITAC may establish subcommittees to provide advice to the ITAC on strategic planning and other communication and information policy issues, as appropriate. Such subcommittees shall provide advice only to the ITAC, and shall not provide advice directly to the Department.

14. Recordkeeping

The chair of the ITAC will appoint a record keeper. The records of the ITAC shall consist of all papers and documents pertinent to its establishment and activities, including its Charter, agenda, determinations for closed meetings, minutes, reports, and all documents related to its proceedings, including those of any subcommittees. The records shall be handled in accordance with General Records Schedule 6.2. These records shall be available for public inspection and copying to the extent required by the Freedom of Information Act, 5 U.S.C. § 552.

NOW, THEREBY, this Charter shall be considered approved by the Department of State as of this date and shall be considered filed as of the date when copies have been provided to the appropriate standing committees of the Senate and the House of Representatives having legislative jurisdiction for the Department of State and to the Library of Congress pursuant to the provisions of the Federal Advisory Committee Act.

Approved: 
Patrick F. Kennedy
Under Secretary of State for Management
United States Department of State

Date: July 17, 2016

Filing date: July 22, 2016